

Sample coding for System Administration:

Parent codes 2300 and 2500

School Board

Definition:

Activities of the elected body that has been created according to state law and vested with responsibilities for educational activities in a given administrative unit. Examples of services to be included here are board secretary and clerk service.

Fund	Program	Function	Object	Cost Center	Description
1000	0000	2310	1500	900	Board stipends
1000	0000	2310	2000	900	Board benefits
1000	0000	2310	1180	900	Board secretary salary
1000	0000	2310	2080	900	Board secretary all benefits excluding retirement/tuition
1000	0000	2310	2380	900	Board secretary retirement
1000	0000	2310	2580	900	Board secretary tuition reimbursement
1000	0000	2310	3000	900	Purchased Professional Services
1000	0000	2310	5000	900	Other Purchased Services (include Board liability insurance)
1000	0000	2310	5800	900	Board travel
1000	0000	2310	6000	900	All Supplies
1000	0000	2310	7000	900	Property
1000	0000	2310	8000	900	Miscellaneous
1000	0000	2310	9000	900	Contingency

Elections

Definition:

Services rendered in connection with any school system election, including elections of officers, budget referendum and bond referendum elections.

Fund	Program	Function	Object	Cost Center	Description
1000	0000	2314	1500	900	Stipends
1000	0000	2314	2000	900	Stipend benefits
1000	0000	2314	3100	900	Professional Services - Election Services
1000	0000	2314	5000	900	Postage, Advertising and Printing

Staff Negotiations

Definition:

Activities concerned with staff relations systemwide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel.

Fund	Program	Function	Object	Cost Center	Description
1000	0000	2316	3450	900	Staff Negotiations Legal Services

Superintendent's office

Definition:

Activities associated with the overall general administration of or executive responsibility for the entire school administrative unit.

Fund	Program	Function	Object	Cost Center	Description
1000	0000	2320	1040	900	Administrative salaries (Superintendent/Assistant Superintendent)
1000	0000	2320	2040	900	Administrative benefits, excluding retirement/tuition
1000	0000	2320	2340	900	Administrative retirement
1000	0000	2320	2540	900	Administrative tuition reimbursement
1000	0000	2320	1180	900	Secretary's salary
1000	0000	2320	2080	900	Secretary's benefits, excluding retirement/tuition
1000	0000	2320	2380	900	Secretary's retirement
1000	0000	2320	2580	900	Secretary's tuition reimbursement
1000	0000	2320	1200	900	Temporary Office Staff Salary
1000	0000	2320	2030	900	Temporary Office Staff Benefits
1000	0000	2320	3000	900	Purchased Professional Services
1000	0000	2320	3110	900	Contracted Services - Superintendent
1000	0000	2320	3300	900	Employee Training and Development
1000	0000	2320	3410	900	Assessment for Administration
1000	0000	2320	4000	900	Purchased Property Services
1000	0000	2320	4320	900	Technology Related Repairs and Maintenance
1000	0000	2320	4330	900	Software Related Repairs and Maintenance
1000	0000	2320	4430	900	Rental of Technology Equipment
1000	0000	2320	5000	900	Other Purchased Services
1000	0000	2320	5320	900	Other Purchased Services - Cell Phones
1000	0000	2320	5800	900	Employee Travel, not including Professional Development
1000	0000	2320	5810	900	Employee Travel for Professional Development
1000	0000	2320	6000	900	Other Supplies (not delineated in 6000 range below)
1000	0000	2320	6400	900	Books
1000	0000	2320	6500	900	Technology Related Supplies
1000	0000	2320	7000	900	Property (to include equipment; fixed asset)
1000	0000	2320	7001	900	Property (to include equipment; supply asset)
1000	0000	2320	7340	900	Technology related hardware (capitalized)
1000	0000	2320	7350	900	Technology related software (capitalized)
1000	0000	2320	8000	900	Miscellaneous (include interest on short term operating loans)
1000	0000	2320	9000	900	Contingency

Central Services

Definition:

Activities that support other administrative and instructional functions, including fiscal services, human resources, planning, and administrative information technology.

Fund	Program	Function	Object	Cost Center	Description
1000	0000	2500	1180	900	Business staff salary(ies)
1000	0000	2500	2080	900	Business staff benefits, excluding retirement/tuition
1000	0000	2500	2380	900	Business staff retirement
1000	0000	2500	2580	900	Business staff tuition reimbursement
1000	0000	2500	1200	900	Temporary Office Staff Salary
1000	0000	2500	2030	900	Temporary Office Staff Benefits
1000	0000	2500	1500	900	Stipend (use for Affirmative Action Officer)
1000	0000	2500	2000	900	Stipend benefits, excluding retirement
1000	0000	2500	2300	900	Stipend retirement
1000	0000	2500	3000	900	Purchased Professional Services
1000	0000	2500	3300	900	Employee Training/Development
1000	0000	2500	3410	900	Assessment for Administration
1000	0000	2500	4000	900	Purchased Property Services
1000	0000	2500	4320	900	Technology Related Repairs and Maintenance
1000	0000	2500	4330	900	Software Related Repairs and Maintenance
1000	0000	2500	4430	900	Rental of Technology Equipment
1000	0000	2500	5000	900	Other Purchased Services
1000	0000	2500	5320	900	Other Purchased Services - Cell Phones
1000	0000	2500	5800	900	Employee Travel, not including Professional Development
1000	0000	2500	5810	900	Employee Travel for Professional Development
1000	0000	2500	6000	900	Other Supplies (not delineated in 6000 range below)
1000	0000	2500	6100	900	Office Supplies
1000	0000	2500	6400	900	Books
1000	0000	2500	6500	900	Technology Related Supplies
1000	0000	2500	7000	900	Property (to include equipment; fixed asset)
1000	0000	2500	7001	900	Property (to include equipment; supply asset)
1000	0000	2500	7340	900	Technology related hardware (capitalized)
1000	0000	2500	7350	900	Technology related software (capitalized)
1000	0000	2500	8000	900	Miscellaneous
1000	0000	2500	9000	900	Other Items

NOTE:

If a unit has administrative technology services (ie a staff member strictly devoted to providing service to system and school administrators OR, technology training is provided to admin staff), function code 2580 should be used with corresponding lines of coding as delineated above

